

Project Request

Today's Date _____

Communications Department (Graphics & Printing)

GRAPHICS THIS SIDE ONLY (PRINTING ON BACK)

PROJECT NAME:

PROJECT DETAILS:

Ministry Name: _____

Contact: _____ Email & Phone: _____

Deadline: _____ Budget: _____

GOAL(S):

This information will be used at the beginning of the project to determine necessary tools. At the end of this project, this information will be used to evaluate the process and identify areas of improvement and success.

To be successful, this project must: (explain goal in measurable terms) _____

CONCEPT/THEME/BIG IDEA/MORE DETAILS

What ideas do you or your team have in mind? What will make your project original, relevant and memorable? Why should someone participate? The more you tell us, the better we understand. _____

Who is your audience? Who do you want to reach? _____

Which part(s) of Oasis Church's purpose will this project fulfill (Worship, Community, Mission)? _____

Verse(s), key and favorite related to the event? _____

CONTENT

Submitting content is crucial to the success of this project. Attach everything you have (using the checklist below as your guide). **Refer to your project name on all pieces.**

Text Xerox copy Logo Art Photography Email CD Other

For PRINTING needs, please see reverse side.

